

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:
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2017 NOV -6 PM 12:04

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): 10/9/17-10/10/17

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$399.12	\$225.94 (incl tax and fees)	\$119.12	
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): APTA Annual Meeting and Expo, 10/9/17: visited Expo exhibit hall that featured representatives from product and service providers to the transit industry; spoke as panelist at "Legislative Overview" session.

11/3/17
(Date)

Homer Carlisle
(Printed name of traveler)

[Signature]
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/3/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:
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2017 NOV -6 PM 12:05

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Homer Carlisle

Employing Office/Committee: Ranking Member Brown, Senate Banking Committee

Private Sponsor(s) (list all): American Public Transportation Association (APTA)

Travel date(s): Monday, 10/9/17 - Tuesday, 10/10/17

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am Ranking Member Brown's lead staff member for public transportation, which falls under the Banking Committee's jurisdiction. I have been invited to speak on a Congressional staff panel to discuss issues such as transit investment in forthcoming infrastructure legislation, implementation of the FAST Act, the multi-year transportation authorizing law, and transit safety regulation. I will also attend other sessions at the APTA Annual Meeting to listen to discussions on current policy issues.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/17/17
(Date)

[Signature]
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Sherrod Brown hereby authorize Homer Carlisle
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/17/17
(Date)

[Signature]
(Signature of Supervising Senator/Officer)



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Mr. Homer Carlisle
Professional Staff Member, Minority
Senate Committee on Banking, Housing, and Urban Affairs
534 Dirksen Senate Office Building
Washington, DC 20510

Dear Mr. Carlisle:


On behalf of the 1,500 member organizations of the American Public Transportation Association (APTA), it is my pleasure to invite you to the APTA 2017 Annual Meeting & Expo to be held October 8-11, 2017, at the Georgia World Congress Center, Atlanta, GA. We expect about 1,000 public sector and private industry transit professionals will be with us in Atlanta. APTA's Annual Meeting is the flagship event for public transportation professionals to engage in educational sessions, forums, tours, and network with peers.

In particular, we would like to invite you to attend APTA's opening general session and EXPO floor exhibits, and to participate in the congressional staff session scheduled on Monday, October 9 at 3 pm. The congressional staff session will provide a good opportunity for you to brief industry members on your efforts on a new infrastructure initiative and priorities for your committee in the second session of the 115th Congress.

APTA will be pleased to provide you with hotel accommodations and meals, as well as roundtrip airfare between Washington, DC and Atlanta, GA, in accordance with congressional ethics rules. Based on the timing of these meetings and the travel time between Atlanta and Washington, DC I expect that you may want to arrive Monday (10/9) and return on Tuesday (10/10), but we are happy to work with you on other travels times as appropriate. We will be following up with additional information in the coming days to facilitate approval from the Committee on Ethics.

If you have any questions, please contact APTA's TaNeesha Johnson at 202-496-4892 or email tjohnson@apta.com. Thanks in advance for considering this opportunity to discuss legislative issues of importance to APTA's members. We know our members would benefit from your insights and the information you can share.

Sincerely yours,

Sincerely yours,

Linda Ford

Linda Ford
Chief Counsel

SECRET

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): American Public Transportation Association
2. Description of the trip: Association Annual Meeting
3. Dates of travel: 10/9/17-10/10/17
4. Place of travel: Washington, DC-Atlanta, GA-Washington, DC
5. Name and title of Senate invitees: See addendum for list of invitees.
6. I certify that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
~~OR~~
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
~~AND~~
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
~~AND~~
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☒ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

APTA is the sole sponsor and organizer of this event.

- 13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:**

To strengthen and advance public transportation. The trip provides education and information sharing opportunities between the staffer and a broad spectrum of the public transportation industry.

- 14. Briefly describe each sponsor's prior history of sponsoring congressional trips:**

APTA has sponsored similar trips annually for more than 20 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Each year, APTA presents conferences and webinars. Each event is developed to improve the knowledge, professional and technical skills, and networking opportunities for public transportation at all levels.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$340-airfare \$65.22-taxi	\$189/day tax not included	\$110	
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

a) without regard to congressional participation.

18. Reason for selecting the location of the event or trip

The location has been pre-selected by the association's members committee process. (See addendum for the completion of item 18.)

19. Name and location of hotel or other lodging facility:

Hilton Atlanta, Atlanta, GA

20. Reason(s) for selecting hotel or other lodging facility:

The hotel was selected for its proximity to the meeting's location, it's an adequate facility to host a conference, and its pricing is competitive.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are \$189, above the federal per diem of \$166. Meal expenses are \$110 for one day and one day travel day.

(See addendum for the completion of item 21.)

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

The type of travel provided will be commercial airline travel,
coach class.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

n/a

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.)

Signature of Travel Sponsor:

Name and Title: Linda Ford, Chief Counsel

Name of Organization: American Public Transportation Association (APTA)

Address: 1300 I Street, NW Suite 1200 East, Washington, DC 20005

Telephone Number: (202) 496-4808

Fax Number:

E-mail Address: lford@apta.com

The per diem for meal expenses is \$69 for one day and \$51.75 for a travel day. The same lodging and meal expenses are provided for all conference participants.

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Congressional Staff Itinerary: APTA 2017 Annual Meeting Atlanta, GA; Hilton Atlanta

Monday, October 9, 2017			
8:52 AM			Arrival at Hartfield Intl (ATL), Delta 2868
9:30 AM	10:15 AM	.75 hours	Opening General Session: Transformational Times for Transportation The public transit landscape is changing rapidly, as shifting demographics and rapidly evolving technology are converging to drive innovation and shape the future of the industry—a theme that will take center stage at the Opening General Session. <i>(This session provides educational opportunities for congressional staffers to hear from APTA members and better understand the issues and concerns.)</i>
10:30 AM	1:00 PM	2.5 hours	EXPO OPEN: Held every three years in conjunction with the American Public Transportation Association's (APTA) Annual Meeting. EXPO is public transit's premier showcase of technology, products and services. APTA EXPO is the only event where innovation and technology converge to accelerate every mode of public transportation. <i>(EXPO provides congressional staffers with the opportunity to meet transit industry suppliers and manufacturers to better understand their business environment.)</i>
1:30 PM	3:00 PM	1.5 hours	General Session: Opportunity Is Knocking: Forward Looking Solutions for Challenging Times Emerging transportation, communication, energy technologies, changing public expectations, growing income disparity, and the need for renewed and resilient infrastructure are among the current forces that are influencing our future. Government and transit leaders throughout the nation and worldwide are dealing with these same trends, and working to shape policy in ways that will ensure prosperity, economic growth, and quality of life. Prominent leaders will discuss the importance of working together and building partnerships to create a forward-looking agenda that is both strong and compassionate. <i>(This session provides educational opportunities for congressional staffers to hear from APTA members and better understand the issues and concerns.)</i>
3:30 PM	5:00 PM	1.5 hours	Federal Legislative Overview with U.S. Congress Staff Congress is now in the process of developing FY 2018 funding bills for federal transit programs authorized by the FAST Act, and the administration budget proposed to phase out the Capital Investment Program that provides the federal funding share for new starts, small starts, and core capacity projects. Congress and the Trump Administration have talked about advancing a major infrastructure investment bill, as well as a comprehensive tax reform bill that, at least in theory, could address the long-term solvency of the Highway Trust Fund and the Mass Transit Account. Separately, in response to discussions in the administration and Congress, APTA has developed recommendations on transit financing in an infrastructure bill and regulatory streamlining ideas for an administration that wants to reduce red tape and speed project delivery. These are just some of the issues that a panel of professional staff members from congressional committees that have jurisdiction over federal public transportation programs will discuss.

Congressional Staff Itinerary: APTA 2017 Annual Meeting Atlanta, GA; Hilton Atlanta

		Tuesday, October 10, 2017
12:10 PM		Depart at Hartfield Intl (ATL); Delta 2349